

Managing your Career Workshops

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WORKSHOP 1 – FIRST THINGS FIRST

The 5 Step STRATEGY FOR SUCCESS

- Story** – know what you have to offer
- Search** for the right career or job for you
- Shop** – get your shop window ready
- Select** your chosen jobs, apply and interview
- Start** on your new career/job path



Your Key Questions

- Do I know what job I want and why?
- How do I go about getting it?
- Who knows that I know what I know and are they prepared to tell others about it for me?
- What job do I want?
- Why do I want it?
- What do I have to offer and what do they have to offer me?
- When am I going to apply?
- Who do I know that works there or in a similar job?
- How am I going to make myself the ideal candidate?

Skills analysis

- Review the job specification.
- What matches with what I have?
- What does not match and why?
- Where do I need to improve/train/get experience?

Plot it out and fill the gaps

Job Search sites

www.Jobs.ie

www.monster.ie

www.recruitireland.com

www.irishobs.ie

www.frsrecruitment.com

www.redchairrecruitment.ie

www.cpl.com

Job Aggregator sites

www.indeed.ie

www.linkedin.ie

www.jobalert.ie (can make this county specific)

Other job sources

Harmonics Recruitment

FRS Recruitment

Chase Resourcing

Sigmar Recruitment

Collins McNicholas

Hays Ireland

CPL

Careerwise

Morgan McKinley

Applying for the job

Are you aware of what the company/business does?

Have you ever been a customer or used their service in anyway, if so, have you a story for this that you can reference in your Cover Letter?

Do you know what the application process is, CV, typed Application form, online test, video application?

Have you made sure that you have included all the information that they have asked for and that you have sold yourself well?

Do you know anyone that works for them, can you contact that person to find out more about the business before you apply?

WORKSHOP 2 - MARKETING YOU

Your key questions

What is my CV for?

Do I know how to write an effective Cover letter?

Is my Social media profile fit for purpose?

Six seconds of time to make an impression

Recruiters look at your name, current title and company, current position start and end dates, previous title and company, previous position start and end dates, and education

<https://www.linkedin.com/pulse/what-recruiters-look-6-seconds-spend-your-resum%C3%A9-colin-steenvoort/>

What draws an employer's attention?

- Relevance to the job posting
- No more than two pages long
- Formatted with good use of white space
- Key questions answered by an effective layout?
- No gaps in dates

The magic of a good cover letter

This is your chance to explain why you want the job.

Good format, simple, easy to understand English, watch your spelling and grammar.

Three paragraphs on one page maximum, no novels required.

First paragraph – Introduction.

Second paragraph – why you feel you are the right fit for this job.

Third paragraph – Closing.

Linkedin and Networking

Over 2 million users in Ireland

90% of employers use LinkedIn to source employees

20 million active jobs on LinkedIn at any one time

You get to control your network and decide who sees what about you

Strategy for utilising LinkedIn

What your store front should say about you

- Your CV – sells you in a positive light
- Your cover letter – professional, to the point, a winning look
- Your social media – clearly says who you are, what you are about and what you want
- Your reputation – second to none, worth taking a chance on
- Your network – lets them know you are job hunting and what you are looking for

Your Key Questions

What is the job application process?

Have I researched the job and organization thoroughly?

Who are my referees?

Do I know my job expectations?

Job application process

- - CV only
- CV and Cover Letter
- Online application
- Application Form by email or post
- Deadline date and job description
- Know What the next step is after applying

TYPES OF INTERVIEWS

- Competency based interviews
- S.T.A.R. (a process for developing competency answers)

The expected questions

- Tell us about yourself?
- Why did you apply for this job?
- What makes you feel you are a good fit for this position?
- Why would you like to work for us?
- Have you any questions that you would like to ask?
- What motivates you?
- Is there anything else that you would like to add that we have not already asked you about?

Possible competency questions

- An example of a time when you spotted and came up with a solution for.....
- Identified an issue and prevented a bigger problem from developing
- A time where you had to manage multiple tasks in order to reach a target or deadline
- When you need to show leadership and good communication within your Team
- Tell us about a time you felt you used your planning and organisation skills effectively

What if questions

- What If questions **What if a Team Member was causing conflict on your team** (Conflict management and teamwork competencies)
- What If **A last minute order came in and you had only a skeleton team to handle it** (planning and organising competency)

References

- Not necessary to put on your CV
- Ensure you have at least two people who are willing to vouch for you and hold you in good standing
- Large organisations usually only give basic references
- You need up to date contact details for your referees
- Ensure that you ask them first if they are ok with being named as Referees
- Let them know when you have been offered the job subject to references